

Comstock Community Center
1046 River Street
Kalamazoo, MI 49048

Accounting Assistant/Receptionist

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains orderly, complete and accurate records of client financial income and expenditures on Child Care Manager Program.
- Prepare monthly invoices for Clients
- Input information into Childcare Manager
- Receive and post all payments and income
- Process Child Care Grants
- Initiate and complete all steps for Michigan Department of Human Services I-Billing
- Calculate and process childcare assistance for eligible families
- Follow-up on slow or no pay accounts via mail and then communicate with Director of Education for referral to collections.
- Prepare all required reports for the Accounting Department and management monthly
- Work with clients to manage individual accounts and the balances
- General administrative tasks i.e. answer phones, take payments, ensure child care paperwork is complete, etc.
- General administrative and accounting responsibilities will be performed at the Receptionist desk.

GENERAL

- Must report, as required by Michigan law, any suspected incidence of child abuse to Child Protective Services, Co-Directors and the Executive Director
- Assist in coverage of the Account Manager responsibilities as needed
- Any other related duties as assigned

EDUCATION and/or EXPERIENCE

- Minimum of an Associate's Degree in Accounting from an accredited college or university and six months of relevant experience
 - Prefer the incumbent to have a Bachelor's Degree in Business/Accounting with one year of relevant experience.
- Possess of strong organizational skills.
- Excellent mathematical, verbal and written communication skills.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments.
- Able to work collectively with the team
- Knowledge of MS Office, QuickBooks, and Internet

QUALIFICATIONS:

- Must possess strong leadership, communication, and self-management skills.
- A high energy level, patience, flexibility, good judgment, and enthusiasm.
- Good human relations skills
- Good organizational skills and communication skills.
- Strong time management skills
- CPR/First Aid certification and Blood Borne Pathogens training must be obtained within first 30 days of hire.
- Proof of negative TB test and good physical health report signed by a licensed physician is required at the time of hiring.
- The individual selected will work a variable schedule Monday through Friday.

If you are interested in this position, please submit your cover and resume to Human Resources via email at hr@comstockcc.com or fax to 269-492-0909.